

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

BUILDING CODE AND NOISE ABATEMENT SUPERVISOR

DEFINITION:

Under direction, to plan, organize, coordinate and supervise the City's Noise Abatement and Building Code Enforcement Programs; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Supervises, through subordinate supervisors, the work of building code enforcement and noise abatement personnel in the investigation and resolution of building code violations and noise ordinance complaints;
- Develops policies and procedures for processing and resolving violations and complaints;
- Reviews and evaluates policies and procedures in response to changes in codes and ordinances;
- Coordinates multiple violation problems with other departments and agencies;
- Conducts administrative hearings; develops procedures for initiating legal proceedings; oversees the processing of complaints for legal action;
- Analyzes data and prepares reports;
- Assigns, trains, and rates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree, **AND** one year experience supervising the investigation and resolution of both building code and noise ordinance violations.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.